

City Administrators Report

March 6-19, 2026

GIS

We have been working on integrating our GIS data into the city's website to make important infrastructure and community information more accessible to the public. Once fully live, this tool will allow residents to easily view the locations of the city's stormwater, sanitary sewer, and water utility lines. In addition, users will be able to explore detailed information on cemetery plots and identify tree locations and species in public areas throughout the community. While we anticipate the full rollout to be completed next week, much of this information is already on the website. Once complete, citizens will be able to review the information. This project represents an important step toward improving public awareness of the city's infrastructure and natural assets.

CDBG

With all required evaluations now complete, the project is ready to advance to the next phase. The architectural team has finalized the bidding documents and submitted them to the Iowa Economic Development Authority (IEDA) for review and approval. We anticipate receiving feedback from IEDA in the near future, and pending their approval, the documents will be released for use. Once the bidding documents are formally approved and finalized, the project will be submitted to transition into the bidding phase, allowing contractors to begin reviewing and submitting proposals after council approval. Due to timing constraints, this item will not be ready for inclusion on the upcoming City Council meeting agenda. However, we expect it to be ready for consideration at the following meeting, assuming the review process proceeds as anticipated.

DOT

I have been in communication with the Iowa Department of Transportation (DOT) or a representative acting on its behalf regarding the appraisal process for land associated with the proposed interchange project. As part of this process, two separate appraisals will be conducted for two distinct pieces of land. The first appraisal will focus specifically on the land needed for the interchange itself. The second appraisal will address additional property required by the DOT for the broader interstate expansion project. We expect both appraisals to be completed independently, reflecting the different purposes and scopes of each acquisition.

Planning and Zoning

We have extended an offer to a candidate for the Planning and Zoning position, and he has accepted. His anticipated start date is April 3rd. On that day, he will be attending previously scheduled training to renew his plumbing and mechanical licenses. During his first several months with the City, he will be focused on training and becoming familiar with the responsibilities of the role. Ryan and Safebuild will play an active role in supporting his onboarding and providing guidance as he learns the position. In addition, he will be enrolled in a series of required classes to help him build the necessary knowledge base and to complete any remaining certifications and licenses needed for the position.

Trunkline Rehab

The trunkline rehabilitation plans and specs are included on this agenda for Council review and approval, representing the next step outlined in my previous report. Approval of these documents will allow the City to move forward into the bidding phase of the project. Following Council approval, WHKS will proceed with finalizing and distributing the bid documents, including

formally advertising the project for bids. This will open the process for contractors to review the plans and submit competitive proposals for the work. Once bids are received, they will be reviewed, and a contract will be awarded to the selected contractor. After the award, construction can begin shortly thereafter. The exact timeline for construction will depend largely on weather conditions and the contractor's schedule; however, assuming favorable conditions, we anticipate the project could begin relatively soon after the contract is awarded.

Annexation

The annexation process continues to move forward as planned. A public informational meeting was held on the 18th, during which we also met with representatives from the County to address any questions or concerns they had regarding the proposal. The required notice will be published in the newspaper on the 26th, and the formal public hearing is scheduled to take place at the April 13th City Council meeting. Following the public hearing, and pending Council approval, I will compile and submit all necessary documentation to the City Development Board for their review. Per their requirements, the City Development Board must have the complete application in its possession for a minimum of 30 days prior to taking action. Since they are not expected to receive the materials until April 14th, this timeline will push their consideration of the annexation request to their June meeting, at which time they will be able to vote on the proposal.

Flint Hills

The Flint Hills easement documents are included on this agenda for Council consideration and approval. These documents pertain to the easements required to facilitate the relocation of pipelines in the Airport Road and West 18th Street area. As noted in a previous report, the agreement is relatively straightforward. Flint Hills is requesting to purchase a permanent easement from the City to accommodate the relocation of their pipeline as part of their ongoing project. Based on their current valuation, the easement is estimated at approximately \$20,860 per acre. Flint Hills is proposing to acquire a permanent easement totaling approximately 0.59 acres. In addition to the permanent easement, Flint Hills is also requesting a temporary workspace easement of approximately 0.64 acres. This temporary area will provide sufficient space for contractors to stage equipment and carry out construction activities safely and efficiently during the project. Based on the total acreage involved and the agreed-upon valuation, the City will receive compensation in the amount of \$12,947.40 for both the permanent easement and the temporary workspace. The property impacted by these easements is land that the City has already designated for the future interchange project at Highway 30 and West 18th Street. As a result, granting these easements will not interfere with or negatively impact the City's long-term plans for development in this area. As previously discussed, Flint Hills had originally anticipated beginning construction in April. However, due to additional requirements and approvals needed from the Iowa Utilities Commission, there may be some delays to their schedule. At this time, it is possible that construction could be pushed back to early summer. The scope of work for this project includes the installation of a new 24-inch pipeline beneath the highway using a boring method. This trenchless construction technique allows the pipeline to be installed without disturbing the roadway surface, thereby minimizing impacts to traffic flow and reducing disruption to existing infrastructure in the area.

Charitable Land Donation

Included within the consent agenda is an invoice from Clem's attorneys related to the charitable land donation from the Clem family. Typically, when land is donated to the City, it is standard practice for the City to cover the legal and attorney fees associated with drafting the agreement, reviewing documents, and completing the transfer of the property. However, in this particular

case, that provision was not included in the original agreement when it was drafted. As a result, the City is now being billed for those legal services, and the invoice has been included in the consent agenda for Council review and approval.

Drainage W. 18th Street

Work on the project has officially begun and is currently progressing in line with the anticipated schedule. At this time, we do not have a confirmed completion date; however, based on the scope of work and current progress, we estimate that the project will take approximately one week to complete. This timeline may be adjusted as work continues, depending on field conditions and any unforeseen factors that may arise.

Nevada Financial Standing

I have become aware of some recent discussions and concerns circulating within the community suggesting that the City may be operating at a deficit or is financially strained. I want to take a moment to reassure everyone that these claims are not accurate. The City remains in a strong and stable financial position. We are not operating at a deficit, nor are we facing any immediate financial hardship. Our finances are carefully managed, and we continue to maintain a responsible and sustainable approach to budgeting and operations.

Monthly Meetings

Lincoln Highway Days

CIRTPA

NEDC

Rotary



STAFF MEETING AGENDA

Monday, March 16, 2026 @ 9:00 A.M

A. Old Business

- a. City Administrator
 - i. CDBG
 - ii. Annexation
 - iii. Background Checks
 - iv. Bond: Road Projects, Trunkline
 - v. New Hire
 - vi. Reimbursements/Taxes
 - vii. Access Control
 - viii. DOT/ Flint Hills
 - ix. Engineering
 - x. Invoices
 - xi. Harrington Plan
 - xii. W. 18th Street drainage
 - xiii. Housing Development

xiv. Recycling